

**U.S. DEPARTMENT OF ENERGY**  
**FACILITY DATA AND APPROVAL RECORD (FDAR)**

1. Facility Code:	2. Reason for Action: <input type="checkbox"/> Awaiting Activation <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Terminate <input type="checkbox"/> Suspend <input type="checkbox"/> Reinstate	3. Previous FDAR No.: Date:	4. FDAR No.:
5. Facility Name:	6. Acronym:	7. Important Rating: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> NP <input type="checkbox"/> PP	8. Facility Type:
9. Facility Location:		10. Item Numbers Modified:	
11. Unclassified Mailing Address:		12. DOE Responsible Offices a. Lead Responsible Office: _____ b. Area Office: _____ c. Survey Office: _____ d. Program Office: _____	
13. Classified Mailing Address:		14. RIS Code (s):	
		15. Special Nuclear Material a. Category <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV b. Attractiveness Level: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E	
		16. Highest Classification Level of Facility Clearance a. Classification Level: <input type="checkbox"/> RD <input type="checkbox"/> FRD <input type="checkbox"/> NSI b. Approved Special Access(es): <input type="checkbox"/> SCI <input type="checkbox"/> COMSEC <input type="checkbox"/> OTHER DCI CAVEATS <input type="checkbox"/> FGI <input type="checkbox"/> SAP <input type="checkbox"/> NATO <input type="checkbox"/> OTHER: _____	
17. Classified Shipping Address:		18. Highest Classification Level of Storage Capability a. Document Classification Level: _____ <input type="checkbox"/> RD <input type="checkbox"/> FRD <input type="checkbox"/> NSI b. Approved Special Access(es): <input type="checkbox"/> SCI <input type="checkbox"/> COMSEC <input type="checkbox"/> OTHER DCI CAVEATS <input type="checkbox"/> FGI <input type="checkbox"/> SAP <input type="checkbox"/> NATO <input type="checkbox"/> OTHER: _____ c. Material Classification Level: _____	
		19. Approved Classified Processing <input type="checkbox"/> Computer <input type="checkbox"/> Communication Center <input type="checkbox"/> SCAT	
20. Classified Overnight/Common Carrier:  a. Company Name:  b. Address:		21. Key Security Personnel a. Facility Security Officer Name: _____ Phone: _____  b. Nuclear Material Control & Accountability Manager Name: _____ Phone: _____	
		22. Basis for Facility Action (MM/DD/YY) a. Approved Safeguards and Security Plan _____ b. Foreign Ownership Control or Influence (FOCI) Reps & Certs _____ Determination _____ c. Parent Code _____ d. DOD Cage Code _____ e. DOD Clearance Level _____ f. FNAC Requested _____ g. Initial Survey Report with Satisfactory Overall Composite Facility Rating _____ h. Termination Survey _____ i. Other _____	
23. General Comments			
24. Created By and Date:		25. Approval By and Date:	
		26. SSIMS Data Entry By and Date:	



## INSTRUCTIONS

Complete instructions on processing the DOE F 5634.3 are contained in the Facility Approval Guide.

- Item 1: New facility codes are assigned by the Lead Responsible Office.
- Item 2: Check the box for the reason for action.  
Awaiting activation: List the action(s) under Item 22 awaiting for approval.  
Add: Complete all items except 3 & 10.  
Change: Complete 1, 2, 3, 6 and any block requiring change.  
Terminate: Complete 1, 2, 3, 4, 22, 24, 25, & 26  
Suspend: Complete 1, 2, 3, 4, 23, 24, 25, & 26  
Reinstate: Complete 1, 2, 3, 4, 23, 24, 25, & 26
- Item 3: When reinstating a record, enter the number and date of the suspended FDAR. When changing facility information, enter the number and date of the previous FDAR.
- Item 4: The format XXX-99-999 shall be used; where XXX is the abbreviation for the Lead Responsible Office; 99 is the last two digits of the calendar year, and 999 is a number assigned by the Lead Responsible Office.
- Item 5: Use the facility's legal name. The first line must show legal name, divisions, branches and doing business as (DBA) may be put on additional lines.
- Item 6: List the facility's acronym, if known.
- Item 7: Enter the importance rating based on the criteria contained in the Facility Approval Guide.
- Item 8: Enter one of the following facility types: DOE office, contractor, other Government Agency (OGA), subcontractor, access permittee, consultant, common carrier, or DOD.
- Item 9: Enter the address which designates the facility's actual location.
- Item 10: List the item numbers for data modified from those on the FDAR identified in Item 3.
- Item 11: Enter the facility's unclassified mailing address.
- Item 12: Enter the abbreviation for the appropriate Responsible Offices.
- Item 13: Enter the facility's classified mailing address for receiving classified matter via the U.S. Post Office.
- Item 14: Enter all Nuclear Materials Management and Safeguards System Reporting Identification Symbol (RIS) codes for the facility.
- Item 15: a. Enter the highest Special Nuclear Material (SNM) Category (I, II, III, or IV) to be stored or in process at one time. b. Enter the Attractiveness Level of SNM to be stored or in process at one time. (Commercial carriers shall indicate the SNM attractiveness level and category authorized to be transported [category III or IV only]).
- Item 16: a. Enter the highest classification level and category of approval for classified information that can be assessed by the facility's employees. b. Check each item for which the facility has approval: Sensitive Compartmented Information (SCI), other Director of Central Intelligence (DCI) caveats, Special Access Programs (SAP), Communications Security (COMSEC), Foreign Government Information (FGI), North Atlantic Treaty Organization (NATO), and other.
- Item 17: Enter the U.S. Postal Service address for shipping classified material (i.e., equipment, parts, assemblies, etc.)
- Item 18: a. Enter the highest classification level and category of classified matter approved to be stored at the facility. b. Check each item for which the facility has approval: Sensitive Compartmented Information (SCI), other Director of Central Intelligence (DCI) caveats, Special Access Program (SAP), Communications Security (COMSEC), Foreign Government Information (FGI), North Atlantic Treaty Organization (NATO), and other. c. Enter the highest classification level of material (i.e., equipment, parts, assemblies, etc.)
- Item 19: Check items for which the facility has received written approval.
- Item 20: Enter the address for shipping classified matter when using a commercial carrier. The carrier must be identified.
- Item 21: a. Enter the name and telephone number, with area code, of the individual responsible for overseeing security at the facility. b. Enter the name and telephone number, with the area code, of the individual responsible for Material Control and Accountability activities at the facility.
- Item 22: When adding a facility, check the appropriate block identifying the basis for granting facility approval for a new facility. Enter the date(s) of the applicable documents. When awaiting activation, block 22b, FOCI Reps and Certs, must be completed.
- Item 23: Provide any general comments that may apply. Suspend and Reinstate must be explained.
- Item 24: Identify the individual who prepared the FDAR and the date created.
- Item 25: TO BE COMPLETED BY THE LEAD RESPONSIBLE OFFICE. Enter name (typed) of the person approving the FDAR action and the date signed. A SIGNATURE IS REQUIRED.
- Item 26: Identify the person entering data into the Safeguards and Security Information Management System (SSIMS) and the date entered.